Resume For Someone - With Minimal Work Experience

Lindsay M. Cautrell
769 Bishop Lane
Norfolk, VA 23502
Home: (757) 555-1938

EDUCATION

Tidewater Community College, Virginia Beach, VA
Pursuing Associate of Applied Science Degree: Management
Expected Date of Graduation: December 2009

- Summa cum laude (with highest honor), GPA: 4.0

COMPUTER SKILLS

Proficient in Microsoft Office 2007: Word, Excel, PowerPoint, Access and Internet research applications

WORK EXPERIENCE

Office of Career Services/Gallery College, Virginia Beach, VA April 2008 to Present
Student Assistant - Volunteer

- Answer the telephone, provide in-office customer service, and schedule appointments
- Assist the office staff and market weekly and large scale office events utilizing posters, email, fliers, and free-standing signs
- Conduct campus tours annually for over 200 prospective students and their families

LEADERSHIP EXPERIENCE

Student Government Association, Gallery College Fall 2008 to Present

- Plan and organize series of seven educational activities designed to enhance appreciation of diversity on campus
- Assist in dispersing $2,000 in funds to various campus organizations, based on budget proposals

The Sandbar, Staff Writer, Gallery Community College Fall 2008 to Present

- Edit two-page sports section for weekly campus newspaper
- Write feature stories, including special interest, staff and student profiles, and news articles

Phi Theta Kappa, Gallery College, Virginia Beach, VA Fall 2008 to Present
Member, Social Committee

- Serve as member of Social Committee in charge of planning chapter mixers and Monday night dinner meetings
- Represent Phi Theta Kappa at monthly council meetings
- Report chapter activities and membership statistics to faculty and alumni advisor